



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 21, 2014

Amy Walters  
200 Broad Street  
Chelsea, Iowa 52215

Dear Amy,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.[http://www.dhs.iowa.gov/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html)

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the June 18, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**Outdoor play area had a gas can and trimmer in the area accessible to a child which is a safety hazard. I observed a board with a number of rusty nails protruding from it in the play area which you immediately removed. You removed all these items when this was brought to your attention. You also need to remove the large truck parked in the outdoor play area.**

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

**See section above for explanation**

☐ 110.5(1) h- Is kept free from litter, rubbish and flammable materials.

**I observed a gas can and board with rusty nails in the play area which you removed. Keep these types of items stored in another area away from the play area.**

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

**You did not have documentation you practice monthly fire and tornado drills. Use the form you have for this and record each month the date you practice these drills.**

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**You did not have a record of the dates you tested the batteries in your smoke detectors. Use the form you have for this and record each month the date you test the smoke detector batteries.**

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**You did not have documentation of current rabies vaccination for Lucy and no information regarding your pets being free of parasites. As we discussed have your veterinarian fill out and sign the new Pet Health Certificate for your pets.**

☐ 110.5(1) x- For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

**I observed chipping/peeling paint on the exterior window frames and parts of the walls. You stated the inspector told you there was no lead paint on the exterior. I will be calling Joan Helm to verify that the paint is not lead based before making a determination on compliance.**

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**All three school aged children's files need to be update information and signatures from the parents. For preschool files Av, and M need eth same thing.**

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

**Emergency Authorization forms for An, V, and M need a parent's signature and date on the form.**

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**I did not find an initial physical in the files for An and K. When a child starts in your care you need to get a copy of a physical dated within 12 months of the start date. Have the parents list any special medical needs they have.**

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Need current physicals in the files for Av and M.**

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**I did not find this information in any of the school aged children's files. I have attached a form they can complete and sign annually to meet this requirement.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps**

**are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: August 8, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at Denise Rhoads- 319/321-2725.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).